# **Defense Health Agency**



# Electronic Prescribing (eRx) Training

# Setting up a CHCS Virtual Pharmacy

(to receive electronic prescriptions)















# **eRx Training Agenda**



- □ Create a CHCS virtual pharmacy Review how to set up CHCS to receive electronic prescriptions via a virtual CHCS pharmacy created under the MTF's main outpatient pharmacy within CHCS.
- Assign Prescription Numbering —Review how to assign a prescription number prefix and numbering for a new CHCS virtual pharmacy set up to receive electronic prescriptions.
- **Set up B2K interface** Review how to set up the CHCS B2K interface so that the newly created CHCS virtual pharmacy can communicate with local dispensing automation.



# **Create a CHCS virtual pharmacy**



Pharmacy administration should access the CHCS outpatient site parameters menu

A. Menu Path: >SIT

```
IVM
          IV Menu
   NSM
          Narcotic System Menu
   OPM
          Outpatient Menu
          Unit Dose Menu
   UDM
   PSM
          Pharmacy Support Menu
          Pharmacy Reports Menu
   \mathsf{PRM}
          Supervisory Functions Menu
   SFM
                                      ^sit
Select Pharmacy System Menu Option:
       - Site Parameters (IV)
     2 - Outpatient Site Parameters
Choose 1-2:
```

- B. Select option 2: Outpatient Site Parameters
- C. Enter the name of the current outpatient pharmacy



• The user should see a screen similar to the one below. Print the screen as the information within will be used as a template to create the eRx virtual pharmacy, for receiving e-prescriptions

```
Name: NAVAL HOSPITAL BREMERTON
                                       Inactive: NO
Division: BREMERTON NH
Divisional Parent: YES
                                       Default for Patient Batches:
Performing MEPRS Code: DAAA\Ø126
Formulary Group: BREMERTON FORMULARY GR Parent Site: NAVAL HOSPITAL BREMERTON
                                            NPI ID: 1811Ø96852
PDTS Pharmacy ID: 4925496
Street Address: HPØ1 BOONE RD (360-475-4217)
                                     State: WASHINGTON
                                                          Zip Code: 98312-1898
City: BREMERTON
RX Routing: DISABLE
                                       Notification Label Period: DISABLE
Profile Prompt: PROMPT FOR PROFILE
Profile Type: ONE-LINE PROFILE
                                       Bar code enabled: Yes
Prompt for Label Printing: NO
Manual RX Labels: NO LABELS
                                       Clinical Screen Label: WARNING LABEL
Percent of Days Supply
   -Refill Grace Period: 75
   -Scheduled Refill Grace Period: 75
Pickup Grace Period: 10
                                       Warning Grace Period: 1
Track Controlled RXs: NO
                                       Narcotic Vault: BREM BREAK-OUT
DEERS Check Disable: ENABLE
                                       DEERS Check - Days: 1
sk for Help = HELP
                      Screen Exit = F1Ø
                                            File/Exit = DO
                                                                   INSERT OFF
```

**Figure: MTF Outpatient Site Parameters** 



#### Menu Path: > SIT

- Select "F10" and exit out of the previous site parameters screen. Return to the SIT menu; "select outpatient site parameters".
- •Enter the name of the new CHCS pharmacy to be created then select "Y" when asked "Are you adding " insert new CHCS outpatient pharmacy name here" as a new OUTPATIENT SITE?".

**Figure: Naming new CHCS Outpatient Pharmacy** 



Menu Path: > SIT

•CHCS will now prompt the user to enter the division the new CHCS site should be placed under.

•Generally the division will be the same as the main outpatient pharmacy of the MTF or clinic that will be receiving e-prescriptions.

Select Outpatient Maintenance Menu Option: ^SIT
 1 - Site Parameters (IV)
 2 - Outpatient Site Parameters
Choose 1-2: 2 Outpatient Site Parameters
Select OUTPATIENT PHARMACY SITE: DOD NHB ERX
 Are you adding 'DOD NHB ERX' as a new OUTPATIENT SITE? Y (YES)
MTF DIVISION:

Figure: Prompt asking for MTF Division



Menu Path: > SIT

- •CHCS will now take the use to a blank site parameters screen for the newly named CHCS site for eprescriptions
- •Utilizing the screen shot captured from the MTF's outpatient pharmacy as instructed in slide 5, fill in the information fields. The PDTS Pharmacy ID and NPI ID will be different and will be supplies by the PASS.

```
Name: DOD BREMERTON ERX (TEST)
                                         Inactive: NO
Division: BREMERTON NH
Divisional Parent: NO
                                         Default for Patient Batches:
Performing MEPRS Code: DAAA\Ø126
Formulary Group: BREMERTON FORMULARY GR Parent Site: NAVAL HOSPITAL BREMERTON
 PDTS Pharmacy ID: 4935776
                                              NPI ID: 175Ø7Ø4631
Street Address: 1 BOONE RD (36Ø-475-4217)
                                      State: WASHINGTON
                                                             Zip Code: 98312
City: BREMERTON
                                         Notification Label Period: DISABLE
RX Routing: ENABLE
Profile Prompt: PROMPT FOR PROFILE
Profile Type: ONE-LINE PROFILE
Prompt for Label Printing: NO
                                         Bar code enabled: Yes
Manual RX Labels: NO LABELS
                                         Clinical Screen Label: WARNING LABEL
Percent of Days Supply
    -Refill Grace Period: 75
    -Scheduled Refill Grace Period: 75
                                         Warning Grace Period: 1
Pickup Grace Period: 10
File/exit
             Abort
                      Edit
Cancel changes and exit.
```

Figure: New CHCS Site Parameters - Filled In



Menu Path: > SIT

- •The third "page" of the outpatient site parameters screen for the newly created CHCS eRx pharmacy will ask for:
  - Sites the pharmacy will accepts forwarding from
  - •Legal Medication Schedules the new pharmacy will accept
- •Generally, the aforementioned will be left blank. Note: Controlled substances should not be accepted by DoD via e-prescribing.

```
OUTPATIENT SITE: DOD BREMERTON ERX (TEST)

Site(s) you will accept forwarding from:
SITE:

Legal Schedule(s) you will receive:
DEA SCHEDULE:

Forwarding Bulletin Printer: BREM-PT-C1639R
PDTS Notification Printer: ZZBREM-PT-C1639R
```

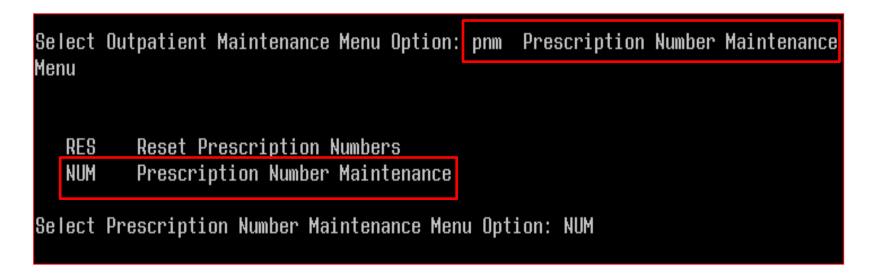
Figure: New CHCS Site Parameters - Page 3



# **Assign Prescription Numbering and Prefix**



- Once the outpatient site parameters have been set for the new CHCS eRx pharmacy, the end user must assign the new site a prescription number range via the **Prescription Number Maintenance Menu**
- Select "Prescription Number Maintenance"



**Figure: Prescription Number Maintenance Menu** 



- Enter the name of your newly created CHCS site which will be accepting electronic prescriptions.
- •The user will be taken to the screen below:
  - •Enter the prescription number prefix the CHCS will use. A suggestion is to begin the prefix with the letter "E" for electronic and use the same letter prefix as your outpatient pharmacy. Example: If the outpatient pharmacy prescription number prefix is "P", then the new eRx CHCS pharmacy prefix will be "EP"
  - •Enter "Legend/OTC" for the "Drug Class Range Description"
- Continue to the next "page"

```
OUTPATIENT SITE: DOD BREMERTON ERX (TEST) Prescription Number Maintenance

RX # Prefix: EB

Select DRUG CLASS RANGE DESCRIPTION:

LEGEND/OTC

Ask for Help = HELP Screen Exit = F10 File/Exit = D0
```

Figure: Prescription Number Maintenance Menu - Page 1



- On page 2 of the PNM enter the lower and upper prescription number range. The new CHCS pharmacy site will utilize his prescription range to assign prescriptions numbers to processed prescriptions.
- Continue to the next "page"

```
DRUG CLASS RANGE DESCRIPTION:
                                Prescription Number Maintenance -- CONTINUATION
RANGE DESCRIPTION: LEGEND/OTC
LEGAL SCHEDULE:
NON-SCHEDULED
MTF-DESIGNATED
 CURRENT #:6008520
                                Prefix: EB
    *** Suggested Range Number Change ***
   Lower to : 25000000
                                       Upper to
    *** End Suggestion ***
* * * * * * * * * * * * * * * ACTIVE NUMBER RANGE * * * * *
LOWER: 6000000
                                        UPPER: 24999999
                                              File/Exit = DO
Ask for Help = HELP
                        Screen Exit = F10
                                                                      INSERT OFF
```

Figure: Prescription Number Maintenance Menu - Page 2



- On page 3 of the PNM, the "DEA Schedule" field should have "Non-Scheduled" entered as DoD should not accept scheduled substance prescriptions via eRx.
- Select "F10" and exit from the "Prescription Number Maintenance" area.

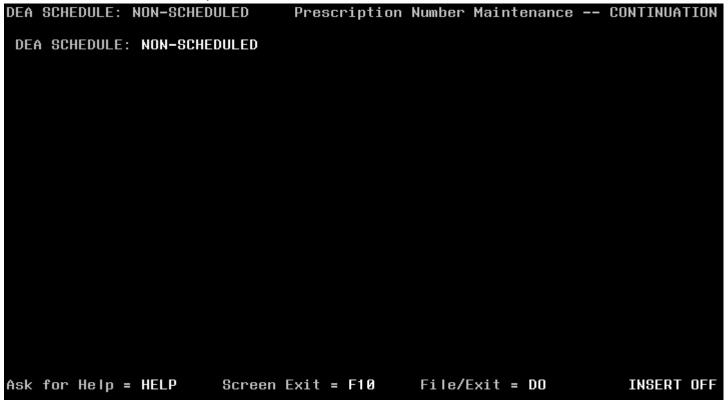


Figure: Prescription Number Maintenance Menu - Page 3

e-Prescription Processing – eRx Holding Queue



# **Setting up the B2K Interface**

(to allow e-prescriptions to cross to pharmacy automation)



#### Menu Path: SFM > OMM > B2K

- Pharmacy administration should access the CHCS B2K menu and enter the CHCS main outpatient pharmacy name.
- •The user should see a screen similar to the one below. Print the screen as the information within will be used as a template to create the CHCS eRx virtual pharmacy B2K interface. Note the IP Address and IP Port numbers.

```
BAKER 2000 PARAMETERS: NAVAL HOSPITAL BREMERTON
                                                                 B2K PARAMETERS
OUTPATIENT PHARMACY SITE: NAVAL HOSPITAL BREMERTON
IP ADDRESS: 199.226.
                         TP PNRT:
                                               B2K INTERFACE VERSION: V3.1
DEFAULT SCRIPT PRINTER: BREM-PT-CLEX2
                                              ACTIVE: ACTIVE
Patient's DOB added to RX1 segment: Yes
Select SCRIPT PRINTER:
BREM-PT-CLEX1
BREM-PT-CLEX2
BREM-PT-CLEX3
BR_EMULATOR_PHARM
Select BAKER IMAGING BAR CODE PRINTER:
LAST TRANSFER STATUS:
5 records sent to APS.
                        0 records not sent to APS.
LAST TRANSFER DT: 31 Oct 2014@1516
Ask for Help = HELP
                                              File/Exit = DO
                        Screen Exit = F10
                                                                     INSERT OFF
```

**Figure: MTF Outpatient CHCS B2K Site Parameters** 



#### Menu Path: SFM > OMM > B2K

- Pharmacy administration should access the CHCS B2K menu and enter the name of the new CHCS virtual pharmacy created for e-prescriptions.
- •Utilizing the screen shot captured from the MTF's outpatient pharmacy as instructed in slide 16, fill in the information fields. The IP address and IP Port will be the same as that as the MTF or BHC outpatient pharmacy.

```
BAKER 2000 PARAMETERS: DOD BREMERTON ERX (TEST)
                                                               B2K PARAMETERS
OUTPATIENT PHARMACY SITE: DOD BREMERTON ERX (TEST)
IP ADDRESS: 199.226.
                            IP PORT: B2K INTERFACE VERSION: V3.1
DEFAULT SCRIPT PRINTER: BREM-PT-CLEX2
                                             ACTIVE: ACTIVE
Patient's DOB added to RX1 segment: Yes
Select SCRIPT PRINTER:
 BREM-PT-CLEX1
 BREM-PT-CLEX2
 BREM-PT-CLEX3
BR_EMULATOR_PHARM
Select BAKER IMAGING BAR CODE PRINTER:
 LAST TRANSFER STATUS:
 1 records sent to APS. 0 records not sent to APS.
LAST TRANSFER DT: 31 Oct 2014@1441
                                            File/Exit = DO
Ask for Help = HELP
                       Screen Exit = F10
                                                                   INSERT OFF
```

Figure: MTF CHCS eRx Pharmacy B2K Site Parameters



• Once the user has completed all of the above and has exited out of the B2K interface, the site should be prepared to receive electronic prescriptions once they turn the functionality on as described in the DoD electronic prescribing user guide located at: http://pec.ha.osd.mil/eRx.php